

MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, April 23rd, 2020

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:08 a.m.

Attendance of Regular April 23rd, 2020 MCDA Board Meeting

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| 1. Mayor/Chair Arthur G. Vigeant | 2. Paul Sliney (Tenant Representative) |
| 3. Stefanie Ferrecchia (Real Estate Rep.) | 4. Renee Perdicaro (Regular Member) |
| 5. David Morticelli (Fin. Rep) | 6. Joshua Daigle (Regular Member) |
| 7. Vonnie Morris, Executive Director | 8. Chad Carter, MCDA Employee |
| 9. Diane Smith, (City Auditor) – Non-Voting Member (ABSENT) | |

Summary of Motions

General

- | | |
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| 1. Motion to Approve Minutes for February 27th, 2020 Meeting | (Approved) |
| 2. Motion to Approve Payables All Programs - March 2020 | (Approved) |
| 3. Motion to Approve Payables All Programs - April 2020 | (Approved) |
| 4. Motion to Approve FY20 Financials July 2019 – March 2020 | (Approved) |
| 5. Monthly report from MCDA Executive Director | |

Housing

- | | |
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| 1. Motion to Approve Lowest Bidder FISH #170060 – Pleasant St. Modernization | (Approved) |
| 2. Motion to Approve Massachusetts Wage Rates | (Approved) |
| 3. Motion to Approve CIP #15 | (Approved) |
| 4. Motion to Approve CIP #16 | (Approved) |

Community Development Authority

The Board Meeting took place virtually via Microsoft Teams on Thursday, April 23rd, 2020 with the meeting starting at 8:45 a.m.

Board member Mayor Vigeant motioned to approve the minutes of the February 27th, 2020 meeting. ***The motion was made carried and approved.***

Executive Director Vonnie Morris began with a update on the singing of the checks from March 2020. Two board members came into the MCDA offices to sign the checks. Board member Mayor Vigeant motioned to approve the payables for the months of March 2020 & April 2020. ***Mayor Vigeant asked for a roll-call vote:***

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|------------------------------------|-----------|
| • Board member David Morticelli | Abstained |
| • Board member Paul Sliney | Aye |
| • Board member Stefanie Ferrecchia | Aye |
| • Board member Renee Perdicaro | Aye |
| • Board member Josh Daigle | N/A |
| • Board Chair Mayor Vigeant | Aye |

The motion was made carried and approved.

Executive Director Vonnie Morris continued with an update on the Financials through March 2020. There is a decent reserve balance in all programs. Senior rent income has not been affected by COVID-19 so far. Februarys financials were also included in this month's board report because there was no meeting held in March 2020. Board member Renee Perdicaro motioned to approve FY20 Financials July 2019 – March 2020. ***Mayor Vigeant asked for a roll-call vote:***

- | | |
|------------------------------------|-----|
| • Board member David Morticelli | Aye |
| • Board member Paul Sliney | Aye |
| • Board member Stefanie Ferrecchia | Aye |
| • Board member Renee Perdicaro | Aye |
| • Board member Josh Daigle | N/A |
| • Board Chair Mayor Vigeant | Aye |

The motion was made carried and approved.

Executive Director Vonnie Morris noted that February 2020 was a good month for turnovers. There were two vacancies, and both were turned over rather quickly. March 2020 saw three turnovers of which only one was turned over by month end. The MCDA is currently not leasing up right now due to social distancing guidelines sent out by the state. February had 57 work orders processed and 52 completed, and March had 55 processed and only 31 completed. Only work orders that are deemed an “emergency” can be completed per State and Federal COVID-19 guidelines. Other categories of work orders will be completed in the order processed once the State and Federal guidelines allow it.

A Draft Work Order Scope of Services for FISH #170085 was received from the Department of Housing and Community Development (DHCD). They have allocated \$350,000.00 towards this project. It is currently still in the design stage and the MCDA is working closely with Stefanie Brynen, Senior Project Manager at DHCD.

FISH #170081 – Pleasant St. Envelope Project is moving along. The City of Marlborough has issued a building permit for DDC Construction. They have been working on site whenever weather permits. Roof abatement is ≈ 85% complete, re-roofing ≈ 80%, masonry repairs ≈ 60% and chimney repairs = 100% complete.

The FY20 Health & Safety Initiative Grant has been awarded in the amount of \$44,650.00. These monies will be allocated to two construction projects: FISH #170084 - & 170086. These have been put on hold because they are interior work related. Originally, these monies needed to be spent by June 30th, 2020, but DHCD is working on extending the guidelines due to the COVID-19 outbreak.

FISH #170060 – Pleasant St. Modernization project had additional funds added in the amount of \$588,272.00. These are Public Housing Compliance Reserve funds awarded for asbestos removal. Vareika Construction Inc. was determined to be the lowest bidder at \$5,973,700.00. Board member Paul Sliney motioned to approve Vareika Construction Inc. as the lowest bidder for FISH #170060 – Pleasant St. Modernization. ***Mayor Vigeant asked for a roll-call vote:***

- Board member David Morticelli Aye
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle N/A
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

Department of Labor Standards came out with the new Wage Rates that are to be effective April 1st, 2020. Board member Renee Perdicaro motioned to approve the new Massachusetts Wage Rates. ***Mayor Vigeant asked for a roll-call vote:***

- Board member David Morticelli Aye
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle Aye
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

Amendment #15 to the Contract for Financial Assistance includes an increase of \$786,900.00 which includes: FY2022 Formula Funding award, FY2023 Formula Funding Award and FY2020 Health & Safety Initiative. Board member Josh Daigle motioned to approve Amendment to CIP #15. ***Mayor Vigeant asked for a roll-call vote:***

- Board member David Morticelli Aye
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle Aye
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

Amendment #16 to the Contract for Financial Assistance includes an increase of \$588,272.00 which includes the Public Housing Compliance Reserve award for the removal of asbestos. Board member Josh Daigle motioned to approve Amendment to CIP #16. ***Mayor Vigeant asked for a roll-call vote:***

- Board member David Morticelli Aye
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle Aye
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

MCDA employee Chad carter gave a brief update on the Community Development Block Grant (CDBG). The Housing Rehabilitation program is finishing up exterior construction on a property. Work is being completed within the social distancing guidelines set forth by DHCD. No other initial inspections or lead-paint inspections are to be done until Massachusetts lifts the guidelines on interior work.

The Devens & McEnelly Street Infrastructure Project is looking be activated within the next few weeks. This is outside work which can be conducted under the social distancing protocol.

The Substance Abuse Prevention Program was active during the months of January and February, but the Boys & Girls Club organization has since closed its facilities due to the social distancing requirements. To date, 49 Marlborough youths have participated in these programs.

Board member Paul Sliney motioned to adjourn. ***The motion was made carried and approved with no abstentions.***

Meeting Closed: 9:08am